



DATE: March 26, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – March 26, 2021

#### **Eggstravaganza Event**

This year's Eggstravaganza Event will be held tomorrow, March 27<sup>th</sup> from 1 to 3 pm. This will be a "drive by" event in which staff will hand out baskets to the children on a first come-first serve basis.

#### **Commission Goals and Objectives Workshop**

The Goals and Objectives Workshop scheduled for today was postponed and is currently being rescheduled.

#### **Employee Performance Evaluations**

The meetings with department heads to review their evaluations will occur next week.

#### **Remodeling of the new Building Department**

The contractor continues to make significant progress. Next week the contractor will begin removing the flooring in the lobby area of Town Hall and preparing it for new tile.

#### **Departmental Updates**

##### **Police Department**

This week staff finalized and presented 15 startup items to the commission at the workshop. Interim Chief Howard is working on finalizing the remaining items. Next week, staff will be meeting with the architecture firm regarding the new police department space in Town Hall.

##### **Public Works**

##### ***Carolina Pumps Oil to Water Lube Conversion***

The Town Engineer visited the MWI Plant last week to inspect the first pump that was taken in for overhauling. The work on the pump continues and is expected to last another 4 weeks. Once that pump is complete, the contractor will reinstall it and take the second pump out of service for rehab.

*Asphalt Patch on 52<sup>nd</sup> Avenue*

The contractor completed the asphalt repair on 52<sup>nd</sup> Avenue this week.

*CDBG 45<sup>th</sup> Year Grant – ADA Restrooms*

This project has been re-advertised. The grant deadline to complete this project is end of July.

*New Bus Shelter from Broward County*

Broward County continued installing the concrete bases for the new bus shelters this week.

*Invitations to Bid*

Public Works staff has prepared invitations to bid for John P. Lyons Drainage Project, the electrical services contract, and the replacement of lift station 15. All are currently under review.

Finance Department

This week, the auditors presented their Audit report to the commission. Staff is working with the auditors to submit the audit before the deadline.

Human Resources

This week HR started the recruitment process for the Stormwater/Wastewater Team Leader position utilizing the new ADP Applicant Tracking System.

Town Clerk

The Town Clerk's Office worked on the follow up items from this week's commission workshop as well as the minutes. In addition, the Clerk's office is working on public records requests.

Town Planner

This week, the Town Planner reviewed the plans for 16 new townhomes at SW 41<sup>st</sup> Street and 48<sup>th</sup> Avenue for the next DRC meeting. Staff also met representatives from Trinity regarding future development of the site.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 2
- Zoning Inquiries (via phone): 8
- Zoning Inspections: 4
- Business Tax Receipt Review: 1

Goals for next week

- Continue working with Town Attorney and Town Planner on the sanitary sewer easement issue at various mobile home parks.
- Meet with Department Directors to review their employee evaluations.
- Conduct staff meeting to develop Mission and Vision statements for the Town.